

POLICY FAMILY	ADMINISTRATIVE PERSONNEL	231
<p data-bbox="256 262 316 296"><u>231.</u></p> <p data-bbox="180 338 393 407">Recruitment and Employment</p> <p data-bbox="180 701 393 735">Adopted 10/4/72</p> <p data-bbox="172 814 401 879">Paragraph 5 Amended 7/11/79</p> <p data-bbox="172 1031 401 1096">Amended 11/1/95 Amended 2/28/04</p>	<p data-bbox="448 262 1422 413">The Superintendent of Schools has the authority to appoint all personnel in the school district with specified exceptions. The Superintendent will make an appointment recommendation to the School Committee for its vote for the following positions: Assistant Superintendent, Director of Business Services, and Director of Human Resources. The School Committee retains sole authority to appoint Legal Counsel.</p> <ol data-bbox="500 447 1422 1115" style="list-style-type: none"> <li data-bbox="500 447 1422 653">1. When a vacancy exists, other than in the position of Superintendent of Schools, the Superintendent shall prepare job specifications, salary range, and minimal qualifications. The Superintendent will also select the most appropriate means for notification of the vacancy. Such means may include but not be limited to, advertisement in newspapers, college and university placement offices, and contractual posting requirements. Positions available will also be posted on the school department website.</li> <li data-bbox="500 688 1422 747">2. All applications and any questions concerning details of the position vacancy shall be directed to the Superintendent of Schools or designee.</li> <li data-bbox="500 783 1422 869">3. Following the closing date of receiving applications, the Superintendent, or his designee, shall review and screen all applications and may utilize members of the professional staff to assist in the process.</li> <li data-bbox="500 905 1422 1056">4. Following the screening process, the Superintendent, or his designee, will interview selected candidates and research their background and references. Utilization of staff members, parents, community members, and high school students to assist in the interview process shall be at the discretion of the Superintendent.</li> <li data-bbox="500 1089 1422 1115">5. The School Committee will have access to the application papers of all finalists.</li> </ol>	